



**FORM A  
APPLICATION FOR ENDORSEMENT OF  
PLAN BELIEVED NOT TO REQUIRE APPROVAL**

**FEE: \$100.00, plus \$25 per new lot  
(non-refundable)**

File one completed Form A, the original Mylar plan, four copies of the plan and the filing fee (payable to "City of Fitchburg") with the Planning Board, plus file one completed copy of Form A with the City Clerk.

To the Planning Board, Fitchburg, Massachusetts:

The undersigned, believing that the accompanying plan of this property in the City of Fitchburg does not constitute a subdivision within the meaning of the Subdivision Control Law, herewith submits said plan for a determination and endorsement that the Planning Board approval under the Subdivision Control Law is not required.

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Title of Plan \_\_\_\_\_

Date of Plan \_\_\_\_\_

Name of Surveyor \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Deed of Property recorded in North Worcester County Registry of Deeds: Book \_\_\_\_\_ Page \_\_\_\_\_

Location and Description of Property \_\_\_\_\_

Fitchburg Assessor's Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Grounds for exemption from Subdivision Control:

At least one of the following grounds for exemption is met by every lot on the plan, as indicated below.

- a) The following lots have all the frontage required under zoning on: Lot Numbers
1. \_\_\_\_\_ a public way or way certified by City Clerk  
to be used and maintained as such, or \_\_\_\_\_
  2. \_\_\_\_\_ a way shown on a plan approved and endorsed  
on 20\_\_ by the Planning Board under this law, or \_\_\_\_\_
  3. \_\_\_\_\_ a way in existence prior to August 26, 1958  
asserted to be adequate for its planned use. \_\_\_\_\_
- b) The following lots have been clearly marked on the plan to be either:
1. Joined to and made part of an adjacent lot. \_\_\_\_\_
  2. Not a building lot. \_\_\_\_\_
- c) The following lots contain two or more buildings on the same lot. \_\_\_\_\_

***Property Owner's Certification: I/We hereby certify that the applicants cited above  
have been authorized by me/us to file this application on property that I/we own.***

Signature of Owner of Record \_\_\_\_\_

Address \_\_\_\_\_

Signature of Applicant (if different) \_\_\_\_\_

Address \_\_\_\_\_

## ANR plan checklist

- ☐ Original and two copies of "Form A" filled out.  
Must be date stamped in City Clerk's office
- ☐ Signature of property owner, if not same as applicant
- ☐ Mylar of ANR plan
- ☐ Four prints of ANR plan
- ☐ AutoCad format of plan, compatible with City's GIS
- ☐ Application fee payable to "City of Fitchburg" -- \$100 plus \$25 per new lot created
- ☐ ANR plan contains a statement:  
*"The endorsement of this plan by the Fitchburg Planning Board does not constitute that a determination of compliance with the Zoning Ordinance requirements has been made or is implied",*  
or similar language.
- ☐ Tax Compliance Certificate, obtained at City Treasurer's office.

THE APPLICANT OR HIS REPRESENTATIVE SHOULD BE PRESENT  
AT THE PLANNING BOARD MEETING WHEN THE PLAN IS DISCUSSED.

If you have any questions regarding the applicant, please call the Community Development Office at 978-829-1891.